

# ARIZONA DEPARTMENT OF TRANSPORTATION

## Local Government Section/Transportation Enhancement and Scenic Roads Section

### Categorical Exclusion

August 9, 2007

The Categorical Exclusion (CE) checklist format was developed by the Federal Highway Administration (FHWA) and the Arizona Department of Transportation (ADOT) to streamline the CE reporting process. All relevant background research and investigation (e.g., hazardous materials records check, census data, floodplain map) will still need to be completed and provided in the project files. The following guidelines are provided to assist with the completion of the CE checklist document.

The CE checklist document is created as a Word® form. The instructions on how to use this feature are provided on the next page.

The CE checklist document is divided into five main components: 1) Project Clearance Sheet, 2) Project Description, 3) Environmental Impact Summary, 4) Public Involvement, and 5) Analysis Sheets. Any attachments are included after the Analysis Sheets.

Detailed instructions to complete the CE checklist are provided in these guidelines. The numbered lines (e.g., 1-1, 2-1, 2-2) on the sample CE checklist correspond with the instructions bearing the same number.

If you have questions on how to proceed with the CE Checklist in a particular situation, contact the project's ADOT NEPA Planner for guidance.

#### General Notes:

The Project Clearance Sheet does not take the place of the ADOT environmental clearance memorandum<sup>1</sup>. The appropriate clearance memorandum must be submitted with each submittal of the completed CE.

Enter all dates as MM/DD/YYYY.

For each of the items listed on the Environmental Impact Summary, determine if the item is present or not present, and check the applicable box. Guidance in determining the presence of a specific resource is provided in the applicable *Analysis Sheet*. For each item that is present, the corresponding *Analysis Sheet* shall be attached; for each item that is not present, the corresponding *Analysis Sheet* shall be deleted.

List all mitigation measures in bullet format separated by responsibility (e.g., "Town of Gila Bend Responsibilities" and/or "Contractor Responsibilities"). Mitigation measures should also be placed in the clearance memorandum and on the *Mitigation Measures Sheet*. Do not delete these mitigation measures. Ensure they are listed in the clearance memorandum.

In compliance with Executive Order 13112, Dated February 3, 1999, regarding invasive species, mitigation measures related to invasive species have been listed in the *Mitigation Measures Sheet*. Do not delete these mitigation measures. Ensure they are listed in the clearance memorandum.

The term "Proponent" is used throughout the document to describe the project sponsor (e.g., City of Tucson).

<sup>1</sup> [http://www.dot.state.az.us/Highways/EPG/documents/files/planning/ce\\_clearance\\_memos\\_august\\_2005.doc](http://www.dot.state.az.us/Highways/EPG/documents/files/planning/ce_clearance_memos_august_2005.doc)

## **Instructions for using a Word® form**

To view the Forms toolbar, check “Forms” in the Toolbars menu under View. To highlight/unhighlight places in the document where text is required, click the shaded “a” (“Toggle form field shading”) in the Forms toolbar. Double click any shaded field to enter text in that field. Text of any length may be entered despite the size of the shaded area.

To enter an “X” in a shaded check box, double click on the check box. When the “Check Box Form Fields Options” dialogue box appears, go to the “Default value” area and click on “Checked.” This will enter an “X” in the check box. To remove an “X”, click on the “not checked” in this dialogue box.

After entering the information in the CE, toggle the shaded “a” button in the “Forms” toolbar. This will eliminate all field shadings from your document. If there are sections of the document that are not relevant to your project, eliminate them from the file before you submit the document.